



CERS Sign-Up Instructions

California Environmental Reporting System: Business

[Sign In](#) [Help](#)

CERS Business

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code. To learn more about CERS and the Unified Program, see [CERS Central](#).

Sign in with your user name
then use the green NEXT
button

CERS Business Sign-In

Your Username

diedre.locati@ci.coron x

Next

[Forgot your Username or Password?](#)

New to CERS?

To start reporting on your facility(s) in CERS, create a CERS account.

[Create New Account](#)

 [Watch Demo Video](#)

Want to experiment with CERS?

Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

[Go to CERS Business Training](#)

Are you a CERS Regulator?

Sign in to the [CERS Regulator Portal](#), or visit [CERS Central](#)

Version 2.23.0002 | [Enhancements](#) | [CERS Central](#)

[Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

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CERS Technical Support: cers@calepa.ca.gov

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)



CERS Sign-Up Instructions

Create your CERS Account

CERS is intended for use solely by individuals associated with regulated business facilities or with appropriate regulatory agencies. Under no circumstances should anyone attempt to use CERS as a way to gain access to information about any facilities with which they are not directly associated. For more information please contact your local CUPA. If you do not know who your local CUPA is go to <http://cers.calepa.ca.gov/Contacts/>.

To create your CERS Account, **complete these two steps:**

- Complete the form below, then select the "Create My Account" button.
- Follow **ALL** instructions in the follow up email you will receive.

Once created, you can use your CERS Account username/password to sign in to both the training and production CERS Portals.

Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username 

Your Name and Email

First Name

Last Name

Email

Confirm Email

Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password

Confirm Password

Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!

Your Phrase 

Enter Verification Characters

W5GSj

Refresh



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CERS Business

CERS Business Sign-In

Your Password Protection Phrase

Enter password only if the phrase below matches what you provided in account registration.

[The Air Is](#)

Your Password

••••••••



Next

Cancel

[Forgot your password?](#)

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CERS Sign-Up Instructions

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CERS Business

Facility

Submittals

Facility

Compliance

My Business

CERS Business Portal User Agreement

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact [CERS Technical Support](#) immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without [Compatibility Mode](#)), FireFox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [Javascript enabled](#), and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described [here](#).



I agree to these conditions

[Cancel](#)



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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)




CERS Sign-Up Instructions


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Home: City of Corona Fire Station #1 [Home](#)

Common Tasks

 **Start Facility Submittal**
CERS will help walk you through the forms and documents required for your facility(s).

 **Add Facility**
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

 **People/Users**
You can allow/manage other people in your business who need to view or edit your facility reporting.

 **Contact Your Local Regulator(s)**
Find contact information for your facility's local regulator(s).

Facilities [Add Facility...](#) [Search...](#)

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	City of Corona Fire Station #1	540 Magnolia Ave , Corona 92879		10554619

Page 1 of 1 10 items per page 1 - 1 of 1 items

Action Required (None)

Notifications for my Business (5)

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I agree to these conditions

[Cancel](#)



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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)



CERS Business Activities Form

California Environmental Reporting System: Business

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CERS Business

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Business Activities: City of Corona Fire Station #1

[Home](#) » [Submittal History](#) » [Submittal: 5/13/2015 \(10554619\)](#) » [Facility Information: Business Activities \(Submitted\)](#)

[Instructions/Help](#)

Submittal Element History

Submitted for CERS ID [10554619](#) on 5/13/2015 12:51PM by [Diedre Locati](#) of [City of Corona Fire Station #1 \(Corona, CA\)](#)

[View Entire Submittal](#)

[Start New Submittal](#)

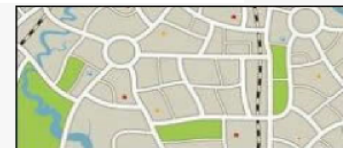
Answer questions or edit as appropriate



Site Identification

Facility Name
City of Corona Fire Station #1
Business Site Address
540 Magnolia Ave
Corona, CA 92879
County: Riverside

CERS ID
10554619
EPA ID Number
-



Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? [?](#)

☒ Yes

Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks? [?](#)

☐ No

Hazardous Waste

Does your Facility...

Does your facility generate Hazardous Waste? [?](#)

☐ No

If yes, provide an EPA Identification Number (EPA ID).

Does your facility treat hazardous waste on-site? [?](#)

☐ No



CERS Business Owner/Operator Form



Save

Cancel

Site Address

City of Corona Fire Station #1
540 Magnolia Ave
Corona, CA 92879

Complete as you would any
request for information about
your business; accurate phone
numbers and email addresses are
essential!

Identification

Operator Name

Corona Fire Department OR Chief David Duffy (example)

Operator Phone

9515551212

Business Phone

9517362220

Business Fax

9517362497

Beginning Date

5/13/2015

Ending Date

5/12/2016

Dun & Bradstreet

SIC Code

Primary NAICS

Facility/Site Mailing Address

[Copy address...](#)

Mailing Address

735 Public Safety Way

City

Corona

State

CA

ZIP/Postal Code

92880

Owner

[Copy address...](#)

First & Last Name

John Q Public (generally a person)

Phone

9517362220

Mailing Address

735 Public Safety Way

City

Corona

State

CA

ZIP/Postal Code

92880

Country

United States

[For International Address](#)

Primary Emergency Contact

First & Last Name

David Duffy (example)

Title

Fire Chief

Business Phone

9517362220

24-Hour Phone

9515551212

Pager Number

Secondary Emergency Contact

Name

Michael Samuels (example)

Title

Deputy Chief

Business Phone

9517362220

24-Hour Phone

9515551213

Pager Number

Billing Contact

[Copy address...](#)

First & Last Name

Jennifer Jones (example)

Phone

9517362220

Email

jennifer.jones@ci.corona.ca.us (example)

Mailing Address

735 Public Safety Way

City

Corona

State

CA

ZIP/Postal Code

92880

Country

United States

[For International Address](#)

Environmental Contact

[Copy address...](#)

First & Last Name

John Q Public, Jr. (example)

Phone

9517362220

Email

john.public@ci.corona.ca.us

Mailing Address

735 Public Safety Way

City

Corona

State

CA

ZIP/Postal Code

92880

Country

United States

[For International Address](#)

Name of Signer

Diedre Locati

Title of Signer

Hazardous Materials Specialist

x

Name of Document Preparer

Diedre Locati



CERS Facility Info Ready to Submit

California Environmental Reporting System: Business

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CERS Business

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Prepare Draft Submittal: City of Corona Fire Station #1

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Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information

DRAFT May. 13, 2015

[Submit](#) 

 [Business Activities](#) 

Ready to Submit

[Edit](#)

 [Business Owner/Operator Identification](#) 

Ready to Submit

[Edit](#)

 [Discard Draft Submittal](#)  [Miscellaneous State-Required Documents](#)  [Add Comment To Regulator](#)

Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health

Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

Hazardous Materials Inventory

No Previous Submittals

[Start](#) 

[Not Applicable](#)



Emergency Response and Training Plans

No Previous Submittals

[Start](#) 

[Not Applicable](#)





CERS Add Hazardous Materials Inventory

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Hazardous Material Inventory: City of Corona Fire Station #1

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Instructions/Help

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

New Inventory Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

Update Inventory Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**."

Inventory Complete? Review any status and guidance messages for your forms or submittals by selecting the guidance icons . Then select **Done** when you have completed reviewing/updating your facility's inventory.

Inventory Actions

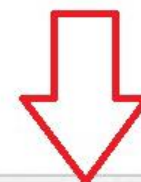
[Upload Inventory](#)

[Inventory Reports](#)

[Download Inventory](#)

[CERS Chemical Library](#)

[Search Facility's Inventory](#)



Hazardous Materials Inventory (0)

Draft May. 13, 2015

[Add Material](#)

[Add Site Map](#)

[Done](#)

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<div>Validate My Inventory HMIS Matrix Report Export To Excel</div>					
<div> 10 items per page No items to display</div>					



CERS Search Chemical Library

California Environmental Reporting System: Business

[Diedre Locati's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

CERS Business

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[My Business](#)

Hazardous Material Inventory: City of Corona Fire Station #1

[Home](#) » [Prepare Submittal \(10554619\)](#) » [Materials Inventory: Hazardous Material Inventory \(Draft\)](#) » [Add Material](#)

Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, and select **Search** to see if your material is present in the CERS Chemical Library. Review the search results, and select **Add** if you see your material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. You must enter your any reportable material even if it is not listed in the CERS Chemical Library.

Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.

Search for Your Hazardous Material/Waste

[Unable to Find Material/Add New Material](#)

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name

CAS Number

CERS Chemical Library ID (CCLID)

☐ Exclude Synonyms

☐ Exclude Mixtures

Starts with

Search for my Material In:

☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

[Search](#)

[Cancel](#)

Material Name

CAS #

Type

CCLID

0

No items to display

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CERS Add Chemical from Library

Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, and select **Search** to see if your material is present in the CERS Chemical Library. Review the search results, and select **Add** if you see your material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. You must enter your any reportable material even if it is not listed in the CERS Chemical Library.

Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.

Search for Your Hazardous Material/Waste

[Unable to Find Material/Add New Material](#)

Search for your Chemical/Material in the CERS Chemical Library


Chemical/Material Name CAS Number CERS Chemical Library ID (CCLID) Exclude Synonyms Exclude Mixtures

Starts with

Search for my Material In:

☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

[Search](#)[Cancel](#)

	Material Name	CAS #	Type	CCLID
 Add	Carbon Dioxide	124-38-9	Pure	CCL-101711
Add	Carbon Dioxide	124-38-9	Pure	CCL-104843
Add	Carbon Dioxide - Solid	124-38-9	Pure	CCL-105791
Add	Carbon dioxide, mixt. with oxygen	8063-77-2	Pure	CCL-248205
Add	Carbon dioxide and Ethylene oxide mixture, with more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871
Add	Carbon dioxide and Ethylene oxide mixture, with more than 9% but not more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871
Add	Carbon dioxide and Ethylene oxide mixtures, with not more than 6% ethylene oxide	8070-50-6	Pure	CCL-247871
Add	Carbon dioxide and Oxygen mixture	8063-77-2	Pure	CCL-248205
Add	Carbon dioxide, mixt. with helium and nitrogen	70343-44-1	Mixture	CCL-248125



CERS – Save Chemical, Add Another



When you use the chemical library, much of the information will self populate; the inventory location, quantity and storage information need show the amounts at your business



Save & Add Another Material

Save

Cancel



Chemical Identification and Physical Properties

Chemical Name

Carbon Dioxide

Common Name

Carbon Dioxide

Physical State

☐ Solid ☐ Liquid ☒ Gas

Hazardous Material Type

☒ Pure ☐ Mixture ☐ Waste

or

CERS Chemical Library ID

US EPA SRS ID

33548

CAS Number

124-38-9

Trade Secret

☐ Yes ☒ No

Chemical Hazard Classification

EHS

☐ Yes ☒ No

Radioactive

☐ Yes ☒ No

Curies

Fire Code Hazard Classes (by priority)

[View/Edit Additional Firecodes](#)

Federal Hazard Categories

☐ Fire
☐ Reactive
☒ Pressure Release
☒ Acute Health
☒ Chronic Health

DOT Hazard Class

2.2 - Nonflammable Gases

State Waste Code

[Lookup Code](#)

Inventory Location and Quantity

Chemical Location

turnout room

Chemical Location Confidential EPCRA

☐ Yes ☒ No

Map# (Optional)

Grid# (Optional)

Average Daily Amount

525

Maximum Daily Amount

1250

Largest Container

125

Annual Waste Amount

Days on Site

365

Units

☐ gallons
☒ cubic feet
☐ pounds
☐ tons

Inventory Storage Information

☐ Aboveground Tank ☐ Can ☐ Box ☐ Tank Truck, Tank Wagon
☐ Underground Tank ☐ Carboy ☒ Cylinder ☐ Tank Car, Rail Car
☐ Tank Inside Building ☐ Silo ☐ Glass Bottle ☐ Other
☐ Steel Drum ☐ Fiber Drum ☐ Plastic Bottle
☐ Plastic/Non-Metallic Drum ☐ Bag ☐ Tote Bin

Storage Pressure

☐ Ambient ☒ Above Ambient ☐ Below Ambient

Storage Temperature

☒ Ambient ☐ Above Ambient ☐ Below Ambient ☐ Cryogenic

Complete these sections,
and save your work



CERS Add Site Map

CERS Business

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My Business

Hazardous Material Inventory: City of Corona Fire Station #1

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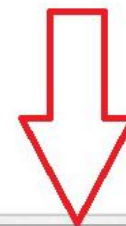
Update Inventory

Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

Inventory Complete?

Review any status and guidance messages for your forms or submittals by selecting the guidance icons . Then select **Done** when you have completed reviewing/updating your facility's inventory.

Scan a site map to your hard drive, use the "Add Site Map" button to browse for the file. Double click and save, make sure the map uploaded. Then use the green DONE button.



Inventory Actions

[Upload Inventory](#)

[Download Inventory](#)

[Search Facility's Inventory](#)

[Inventory Reports](#)

[CERS Chemical Library](#)

Hazardous Materials Inventory (1)

Draft May. 13, 2015

[Add Material](#)

[Add Site Map](#)

[Done](#)

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Carbon Dioxide	124-38-9	turnout room	1,250 cubic feet	Discard

[Validate My Inventory](#)

[HMIS Matrix Report](#)

[Export To Excel](#)

[1](#)

10 items per page

1 - 1 of 1 items



Sample Map



CERS Upload Document

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Site Map (Official Use Only): City of Corona Fire Station #1

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Instructions/Help

Annotated Site Map (Official Use Only) Supplemental Documentation for Hazardous Material Inventory

Site Maps, also called Facility Maps or Site Plans, are typically required by regulators for emergency response purposes. Under the California Health and Safety Code, the **specific** storage location(s) of hazardous materials is **not** subject to release under the California Public Records Act. Your local regulator may require submission of one or both of the site maps described below. Please contact [Corona Fire Department](#) to answer any questions about these requirements.

- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

To upload a document, select the "Browse" button and then the file on your computer to upload, provide a document title, and then select "Save & Finish" to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Upload Document

C:\Users\Diedrel\Desktop [Browse...](#)

Date Authored (Required)

5/13/2015



Document Title (Required)

Annotated Site Map (Official Use Only)

Description/Comments (Optional)

Save & Upload Again

Save & Finish

Cancel






CERS Emergency Response and Training Plans

Prepare Draft Submittal: City of Corona Fire Station #1

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Facility Information


DRAFT May. 13, 2015

Submit 

[Business Activities](#) 

Ready to Submit


Edit

[Business Owner/Operator Identification](#) 

Ready to Submit

Edit

[Hard Draft Submittal](#)

 [Miscellaneous State-Required Documents](#)

 [Add Comment To Regulator](#)

Local Program Local Reporting Requirements for Riverside County Department of Environmental Health

Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

Hazardous Materials Inventory

DRAFT May. 13, 2015

Submit 

 [Hazardous Material Inventory](#)

[Add Material](#)



Ready to Submit

Discard


 [Site Map \(Official Use Only\): Upload Document\(s\)](#) 


Ready to Submit

Edit

Discard

 [Discard Draft Submittal](#)

 [Miscellaneous State-Required Documents](#)

 [Add Comment To Regulator](#)

Emergency Response and Training Plans

No Previous Submittals

Start 

Not Applicable 

Facility information
and Hazardous
Materials Inventory
both are ready to
submit; one more
section to complete





CERS Emergency Plan Template

CERS Business

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Emergency Response/Contingency Plan: [City of Corona Fire Station #1](#)

Home » [Prepare Submittal \(10554619\)](#) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

Instructions/Help

Emergency Response/Contingency Plan(s) Supplemental Documentation

You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan.

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload.

Use of other document options shown on the left must be approved by your local regulator.

[Consolidated Emergency Response/Contingency Plan Template](#): This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. [Download](#) the form, read the [instructions](#), complete it, and upload it here.

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Upload Document

Browse...

Date Authored (Required)

5/13/2015

Document Title (Required)

Emergency Response/Contingency Plan

Description/Comments (Optional)

Save & Upload Again

Save & Finish

Cancel

Use the Consolidated
Emergency
Response/Contingency
Plan Template. It is the
green hyperlink

Save it to your hard drive, but re-name it. If
you use the name "Contingency" it will not
save the information you've entered. Then,
browse the hard drive and upload the form



CERS Emergency Response Plan Template

This is the 4 page template that will be uploaded to CERS once you have saved it with a new file name to your desktop, then browsed and uploaded the file

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN <i>Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN</i>			
A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW			
FACILITY ID #	1. CERS ID	A1. DATE OF PLAN PREPARATION/REVISION	A2.
	10554619	5/13/2015	
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)			3.
Corona Fire Station 1			
BUSINESS SITE ADDRESS			103.
540 Magnolia Av			
BUSINESS SITE CITY		104.	105.
Corona		CA	ZIP CODE 92879
TYPE OF BUSINESS (e.g., Painting Contractor)		A3.	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)
Fire Department			
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)			A5.
<input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES			
B. INTERNAL RESPONSE			
INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply)			B1.
<input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM			
C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS			
Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the Emergency Coordinator is on call) shall: 1. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel. 2. Notify appropriate local authorities (i.e., call 9-1-1). 3. Notify the California Emergency Management Agency at (800) 852-7550.			
Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to: 1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and 2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.			
INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply)			C1.
<input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input checked="" type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input checked="" type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAGERS; <input checked="" type="checkbox"/> 5. ALARM SYSTEM; <input type="checkbox"/> 6. PORTABLE RADIO			
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply)			C2.
<input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input checked="" type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAGERS; <input type="checkbox"/> 5. ALARM SYSTEM; <input type="checkbox"/> 6. PORTABLE RADIO			
EMERGENCY RESPONSE PHONE NUMBERS:			
AMBULANCE, FIRE, POLICE AND CHP		9-1-1	
CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA)		(800) 852-7550	
NATIONAL RESPONSE CENTER (NRC)		(800) 424-8802	



CERS – Upload Emergency Plan

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Emergency Response/Contingency Plan: City of Corona Fire Station #1

[Home](#) » [Prepare Submittal \(10554619\)](#) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

Instructions/Help

Emergency Response/Contingency Plan(s) Supplemental Documentation

You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan.

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload.

Use of other document options shown on the left must be approved by your local regulator.

Consolidated Emergency Response/Contingency Plan Template: This optional template may be used. HMBPs contain emergency response plans, procedures, and employee training in the event of a reported emergency. See [instructions](#), complete it, and upload it here.

Once template is completed, save it with a new name, browse and upload it. Then Save and Finish

is Materials Business Plans use. [Download](#) the form, read the

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Upload Document

C:\Users\Diedrel\Desktop

[Browse...](#)

Date Authored (Required)

5/13/2015



Document Title (Required)

Emergency Response/Contingency Plan

Description/Comments (Optional)

Save & Upload Again

Save & Finish

Cancel



CERS – Start Training Plan

CERS Business

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Prepare Draft Submittal: City of Corona Fire Station #1

[Home](#) » [Prepare Submittal \(10554619\)](#)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons .

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information

DRAFT May. 13, 2015

Submit

[Business Activities](#)

Ready to Submit

Edit

[Business Owner/Operator Identification](#)

Ready to Submit

Edit

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health

Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

Hazardous Materials Inventory

DRAFT May. 13, 2015

Submit

[Hazardous Material Inventory](#) [Add Material](#)

Ready to Submit

Discard

[Site Map \(Official Use Only\): Upload Document\(s\)](#)

Ready to Submit

Edit

Discard

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Emergency Response and Training Plans

DRAFT May. 13, 2015

Submit

[Emergency Response/Cor](#)

Ready to Submit

Edit

Discard

[Employee Training Plan](#)

[Document Needed](#)

New

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)



CERS Training Plan

CERS Business

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Employee Training Plan: City of Corona Fire Station #1

[Home](#) » [Prepare Submittal \(10554619\)](#) » [ER and Training Plans: Employee Training Plan \(Draft\)](#)

Instructions/Help

Employee Training Plan(s) Supplemental Documentation

You must submit an employee training plan(s) for your facility. Contact your local regulator for more information about providing a suitable plan(s).

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload.

Use of other document options shown on the left must be approved by your local regulator.

If your employee training plan is included in your Emergency Response/Contingency Plan, select the **Provided in other Submittal Element** document option and then the *Emergency Response and Training Plans* submittal element.

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☒ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Provided Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...

- ☐ Facility Information
- ☐ Hazardous Materials Inventory
- ☒ Emergency Response and Training Plans

Indicate submittal date or other explanation...

[Save](#)[Cancel](#)



CERS Ready to Submit

California Environmental Reporting System: Business

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CERS Business

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Prepare Draft Submittal: City of Corona Fire Station #1

[Home](#) » [Prepare Submittal \(10554619\)](#)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
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- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

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buttons an

Facility Information

DRAFT May 13, 2015

[Submit](#)[Business Activities](#)[Ready to Submit](#)[Edit](#)[Business Owner/Operator Identification](#)[Ready to Submit](#)[Edit](#)[Discard Draft Submittal](#)[Miscellaneous State-Required Documents](#)[Add Comment To Regulator](#)

Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health

Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

Hazardous Materials Inventory

DRAFT May 13, 2015

[Submit](#)[Hazardous Material Inventory](#)[Add Material](#)[Ready to Submit](#)[Discard](#)[Site Map \(Official Use Only\): Upload Document\(s\)](#)[Ready to Submit](#)[Edit](#)[Discard](#)[Discard Draft Submittal](#)[Miscellaneous State-Required Documents](#)[Add Comment To Regulator](#)

Emergency Response and Training Plans

DRAFT May 13, 2015

[Submit](#)[Emergency Response/Contingency Plan: Upload Document\(s\)](#)[Ready to Submit](#)[Edit](#)[Discard](#)[Employee Training Plan: Provided Elsewhere in CERS](#)[Ready to Submit](#)[Edit](#)[Discard](#)[Discard Draft Submittal](#)[Miscellaneous State-Required Documents](#)[Add Comment To Regulator](#)

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Unified Program/General Assistance: [Contact your local regulator\(s\)](#)



CERS Submit – Last Button!

CERS Business

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Submittal Summary: City of Corona Fire Station #1

[Home](#) » [Draft Submittal](#) » Submittal Summary (10554619)

Instructions/Help

Final Submittal Checklist

- **Does your Submittal include a *Facility Information* submittal element?**

Your submittals must always include a *Facility Information* element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.

- **Are you submitting all of the elements needed by your facility's regulator?**

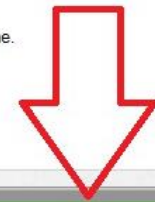
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.

- **Is your CERS Account authorized to submit data to the Regulator?**

The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.

- **Have you reviewed the Certification Statement shown below?**

- **Select "Submit Selected Elements" below to submit information to your regulator**
- One more green button, and your plan will be complete!**



Submit Selected Elements

Confirm, Certify, and Submit Your Facility Submittal

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Diedre Locati (CERS Account username diedre.locati@ci.corona.ca.us), certify on 5/13/2015 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information

Ready To Submit



Information will be reported to Riverside County Department of Environmental Health.

[Add Comment To Regulator](#)

Hazardous Materials Inventory

Ready To Submit



Information will be reported to Corona Fire Department.

[Add Comment To Regulator](#)

Emergency Response and Training Plans

Ready To Submit



Information will be reported to Corona Fire Department.

[Add Comment To Regulator](#)



CERS – You're done!

California Environmental Reporting System: Business

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CERS Business

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Submittal Finished: City of Corona Fire Station #1

[Home](#) » [Draft Submittal](#) » Submittal Finished (10554619)



You have submitted the following elements on 5/13/2015 to **Riverside County Department of Environmental Health**

- Facility Information

You have submitted the following elements on 5/13/2015 to **Corona Fire Department**

- Hazardous Materials Inventory
- Emergency Response and Training Plans

[Print Submittal](#) 

What's Next?

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

The green check means you're done!
You can edit the plan anytime by returning to Facility Home. You can print the submittal from here, although it is not required. You may receive corrections, but don't worry, they will be specific.

If you have questions, please feel free to call or email:

Diedre Locati

Corona Fire Department

951 279 3762

diedre.locati@ci.corona.ca.us



CERS - Updates

- Remember to **update** CERS when you have an increase in chemicals, new chemicals or you eliminate a chemical that has been disclosed. It's designed to be dynamic, updates help emergency responders.
- **Update** the Business Owner Operator page when staff changes or telephone numbers change.
- **Review annually**
- Call for assistance! 951 736 2220



Completing Your Consolidated Facility Site Map

Introduction: All facilities handling reportable quantities of hazardous materials or hazardous wastes must complete a facility site map.

Materials: The map must be submitted on an 8 ½" by 11" paper.

Required: Text must be clearly legible and be able to be read in one direction only.

Completing map: Follow the step by step guide below to complete your facility map:

- | Step | Action |
|------|--|
| 1. | Indicate your map direction; provide a North arrow. |
| 2. | Indicate scale if available. If map is not to scale, state so. |
| 3. | Draw the property outlines, show streets and driveways, exits and entrances to the building. |
| 4. | Draw your building outline as it sits within the property lines. |
| 5. | Choose and list a map legend. Using the legend symbols, indicate general building information such as: <ul style="list-style-type: none">Fire hydrants/ fire sprinkler risers/ fire department connectionsParking lots and internal roadsKnox boxes, electric gate key switches and locks (if provided)UST dispenser islandsLoading areasSumps, storm drains and sewer drains |
| 6. | Show location of emergency shut-off switches for: <ul style="list-style-type: none">Natural gasElectricityWaterfuel |



Completing Your Consolidated Facility Site Map

7. Show location of emergency equipment such as:
 - fire extinguishers
 - fire alarm monitoring panels
 - first aid and protective equipment
 - Mitigation and clean up equipment
8. Show location of:
 - Material Safety Data Sheets and/or Safety Data Sheets
 - Emergency Evacuation assembly area
9. Show location of adjacent streets and identifying neighboring properties.
 - If neighbors are present, indicate location by name
 - If neighbors are residential, indicate as such
10. Scan your map and upload it to the CERS program.
11. **If you need assistance, please call 951 736 2220.**